

ADDENDUM – REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

NEW LICENSURE APPLICATION

ISSUED BY DEPARTMENT OF STATE, DIVISION OF PROFESSIONAL REGULATION

CONTRACT NUMBER 1503864

*** CHANGES BELOW TO SCHEDULE AND PRE-BID MANDATORY MEETING SPECIFICATIONS**

I. Overview -- PAGE 1

The State of Delaware, Department of State, Division of Professional Regulation (DOS-DPR), seeks professional services to replace their current Licensing Application. This request for proposals (“RFP”) is issued pursuant to 29 *Del. C.* §§ [6981](#) and [6982](#).

The proposed schedule of events subject to the RFP is outlined below:

Public Notice: Date: January 4, 2016 (01/04/2016)

Deadline for Questions: Date: January 18, 2016 (01/18/2016)

Response to Questions Posted by: Date: February 01, 2016 (02/01/2016)

Mandatory Pre-Bid Meeting: Date: February 17, 2016 (02/17/2016)

Deadline for Questions: Date: February 29, 2016 (02/29/2016)

Deadline for Receipt of Proposals: Date: February March 14, 2016 29, 2016 (03/14/2016) at 1:00 PM (Local Time)

Estimated Notification of Award: Date: April 29, 2016 (04/29/2016)

MANDATORY PREBID MEETING

A mandatory pre-bid meeting has been scheduled for February 17, 2016. **This is a mandatory meeting.** If a Vendor does not attend this meeting, they **shall** be disqualified and **shall not** be considered for further evaluation. Mandatory pre-bid meeting is at

DIVISION OF PROFESSIONAL REGULATION

CANNON BUILDING, SUITE 203

861 SILVER LAKE BLVD.

DOVER, DELAWARE 19904

@ 1:00 P.M. in the Public Service Commission Hearing Room on the 1st floor

***ALL CHANGES BELOW TO REFERENCE NEW CONTACT - SUPPORT SERVICES ADMINISTRATORS**

IV. Professional Services RFP Administrative Information

A. RFP Issuance - PAGE 3

4. RFP Designated Contact

All requests, questions, or other communications about this RFP shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid and may disqualify the vendor. Vendors should rely only on written statements issued by the RFP designated contact.

SUPPORT SERVICES ADMINISTRATORS

DIVISION OF PROFESSIONAL REGULATION

CANNON BUILDING, SUITE 203

861 SILVER LAKE BLVD.

DOVER, DELAWARE 19904

Email questions:

Terri.Littlefield@state.de.us

Kevin.Wright@state.de.us

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used as long as it is received by the date define on Page 1 of this RFP.

B. RFP Submissions - PAGE 5

2. Proposals

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with 1 paper copy and 4 electronic copies on 4 USB memory sticks. Please provide a separate electronic pricing file from the rest of the RFP proposal responses.

All properly sealed and marked proposals are to be sent to the State of Delaware and received no later than **1:00 PM (Local Time)** on **Enter Deadline for Receipt for Proposals Due Date**. The Proposals may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

SUPPORT SERVICES ADMINISTRATORS

DIVISION OF PROFESSIONAL REGULATION

CANNON BUILDING, SUITE 203

861 SILVER LAKE BLVD.

DOVER, DELAWARE 19904

Email Questions to:

Terri.Littlefield@state.de.us

Kevin.Wright@state.de.us

Vendors are directed to clearly print “BID ENCLOSED” and “CONTRACT NO. 1503864” on the outside of the bid submission package.

Any proposal received after the Deadline for Receipt of Proposals date shall not be considered and shall be returned unopened. The proposing vendor bears the risk of delays in delivery. The contents of any proposal shall not be disclosed as to be made available to competing entities during the negotiation process.

Upon receipt of vendor proposals, each vendor shall be presumed to be thoroughly familiar with all specifications and requirements of this RFP. The failure or omission to examine any form, instrument or document shall in no way relieve vendors from any obligation in respect to this RFP.

D. Contract Terms and Conditions

7. General Contract Terms PAGE -17

D. Notice

Any notice to the State of Delaware required under the contract shall be sent by registered mail to:

SUPPORT SERVICES ADMINISTRATORS

DIVISION OF PROFESSIONAL REGULATION

CANNON BUILDING, SUITE 203

861 SILVER LAKE BLVD.

DOVER, DELAWARE 19904

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REQUIRED REPORTING PAGE 27

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested parties.

A complete and accurate Usage Report (Attachment 7) shall be furnished in an **Excel format and submitted electronically**, no later than the 15th (or next business day after the 15th day) of each month, detailing the purchasing of all items on this contract. The reports shall be submitted and sent as an attachment to **Support Services Administrators** as stated previously within this RFP. Submitted reports shall contain accurate descriptions of the products, goods or services procured, purchasing agency information, including the six-digit department and organization code, quantities procured and prices paid. Any exception to this mandatory requirement or failure to submit complete reports, or in the format required, may result corrective action, up to and including the possible cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals.

*** CHANGES BELOW TO ADD NEW APPENDIX F**

F. Attachments –PAGE 26

The following attachments and appendixes shall be considered part of the solicitation:

- Attachment 1 – No Proposal Reply Form
- Attachment 2 – Non-Collusion Statement
- Attachment 3 – Exceptions
- Attachment 4 – Confidentiality and Proprietary Information
- Attachment 5 – Business References
- Attachment 6 – Subcontractor Information Form
- Attachment 7 – Monthly Usage Report
- Attachment 8 – Subcontracting (2nd Tier Spend) Report
- Attachment 9 – Employing Delawareans Report
- Attachment 10 – Office of Supplier Diversity Application
- Appendix A – Minimum Response Requirements
- Appendix B – Scope of Work / Technical Requirements
- Appendix C – Current Environment Workflows
- Appendix D – Sample Outputs
- Appendix E – Terminology
- **Appendix F – Cost Form (SEE BELOW)**

Appendix F Cost Forms

F1. Project Costs by Deliverables & Milestones

New Licensure Application: STA-1503864 Deliverable & Milestone Cost Schedule

Phase	Project Deliverables & Milestones	Deliverable Cost	Phase Cost	Holdback	Vendor Payment	State Share	Projected Date	Actual Date Approved
Phase 1	Deliverable 1: Detailed Project Workplan	\$						
	Deliverable 2: Deliverable Document Templates	\$						
	State Approval of Phase 1 (M1)		\$	\$	\$	\$		
Phase 2	Deliverable 3: Requirements Matrix from JAD Sessions	\$						
	Deliverable 4: DPR Access to a Configured Test Environment	\$						
	State Approval of Phase 2 (M2)		\$	\$	\$	\$		
Phase 3	Deliverable 5: Complete "Train the Trainer" & "Super User sessions	\$						
	Deliverable 6: Conduct Training with Staff							
	Deliverable 7: User Acceptance testing sign off							
	State Approval of Phase 3 (M3)		\$	\$	\$	\$		
Phase 4	Deliverable 8: Implementation Plan Defining Production Environment, Pilot Implementation, and Site Schedule							
	Deliverable 9: Accepted Pilot Implementation							
	Deliverable 10: Full Implementation							
	State Approval of Phase 3 (M3)							
Phase 5	Deliverable 11: Acceptance in Production of all Delivered Modules							
	Deliverable 12: Ninety (90) Day Warranty Period							
	State Approval of Phase 5 and Entire Project, Including Holdback From Prior Phases (M4)		N/A	N/A	\$	\$		
Total Project Cost			\$	N/A	\$			
ASP Cost During Implementation & Warranty Period (if applicable)			N/A	N/A				
Total Cost			\$	N/A	\$			

Holdback Percent	10.00%
State Share Percent	34.00%